Policy Analyst
CS-12
Division of Early Learning

The Office of the State Superintendent of Education (OSSE) is the State Education Agency for the District of Columbia charged with raising the quality of education for all DC residents. OSSE is focused on sustaining, accelerating, and deepening the progress being made for the District's 90,000+ students. OSSE serves as the District's liaison to the U.S. Department of Education and works closely with the District's 470+ early childhood facilities, 250+ schools, 60+ local education agencies (including DCPS and charter organizations), and community-based organizations to provide critical programming and resources to our stakeholders.

The mission of the Division of Early Learning (DEL) is to provide leadership and coordination to ensure that all District of Columbia children, from birth to kindergarten entrance, have access to high quality early childhood development programs and are well prepared for school. The District government, along with private and public partners, is focused on ensuring all D.C. infants, toddlers and preschoolers receive a high quality early learning experience as measured by a common approach to rating quality, including classroom assessments and school readiness data.

The Policy Analyst will support research and analysis within DEL to drive policy development, implementation and evaluation based on best practices and current research. The analyst will work within DEL's Policy, Planning and Research (PPR) Unit to assist in the development of policy guidance, regulations and other policy documents and ensure compliance with Federal and District regulations and policies.

Specific functions of the policy analyst include:
- Research, track and analyze federal, state and local policies and legislation on early childhood development and early care and education and best practices in early care and education to inform policy development and implementation.
- Draft briefing materials, memos, and reports on issues relevant to DEL's areas of work.
- Assist in the development of regulations and non-regulatory guidance to support effective program implementation.
- Analyze data to inform DEL policy priorities.
- Respond to information requests and other inquiries from child development facilities, LEAs and the public.
- Provides general project support for PPR projects and initiatives.

Key qualifications for the role include:
- Superior oral and written communication skills, including demonstrated ability to produce excellent written policy material.
- Ability to apply basic quantitative and qualitative data analysis skills to work.
- Demonstrated capacity to set priorities across multiple projects and work effectively both individually and as part of a team.
- Strong policy analysis skills, including the capacity to understand complex legislative and regulatory provisions and their impact.
- Experience and knowledge in one or more of the following policy areas: early childhood education, early child development, child and family policy or education.
- Proficiency in Microsoft Office programs, including Excel and Power Point, is required.

Our ideal candidate will also have:
- In-depth knowledge of early learning policies and programs, including child care subsidy and licensing; early intervention; and/or pre-kindergarten.

Interested applicants should register for the [OSSE Virtual Hiring Fair](https://osse.dc.gov/page/hiring-fair-osse).
Full Link = https://osse.dc.gov/page/hiring-fair-osse.